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Fifth District

January 20, 2010

To: All Department Heads

From: William T Fujioka
           Chief Executive Officer

COUNTYWIDE EFFICIENCY INITIATIVES

Attached are the Countywide Efficiency Initiative Checklist and a sample to assist each department in the countywide pursuit to save funds and streamline processes without diminishing services. The initiatives listed here are cost saving methods and efficiency suggestions that can be interpreted and modified in order to suit the specific needs of your department. While we understand it is unlikely that every efficiency strategy applies to each department, please bear in mind that the efficiency initiatives on this checklist will be discussed during the departmental budget hearings. Additionally, please list any other efficiency initiatives that have been implemented by your department but are not listed on the checklist.

Given the challenges of the FY 2010-11 budget, your department must strongly consider and implement as many efficiency initiatives as possible, not only the ones listed on this checklist. This checklist serves as a helpful guideline to enhance awareness of efficiency methods that may not have previously been considered.

For more information and recommendations regarding efficiency ideas please consult the County Efficiency Initiative website: http://efficiencyinitiative.lacounty.gov/ . If you have any questions regarding the Countywide Efficiency Initiative, please contact Frank Cheng at (213) 893-7938 or fcheng@ceo.lacounty.gov.

WTF:ES
GS:LG:cg

Attachments

c: Board Chief Deputies

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Efficiency Area	Brief Description	Status: IMPLEMENTED "YES" or "No"	Date Implemented (or will be implemented)	Comments or Modifications	Est/Actual Savings FY 09-10	Estimated Savings FY 10-11
Admin Svcs	Direct shipping of supplies to field locations.	☐YES ☐NO				
Admin Svcs	Partner with other municipalities or departments to buy supplies in bulk.	☐YES ☐NO				
Admin Svcs	Review and validate all bonuses.	☐YES ☐NO				
Admin Svcs	Reduce paper calendar order. Use online calendars.	☐YES ☐NO				
Admin Svcs	Reduce overtime use.	☐YES ☐NO				
Admin Svcs	Reduce postage costs - train clerical staff to send via email or fax when possible.	☐YES ☐NO				
Admin Svcs	Reduce purchase of equipment and supplies.	☐YES ☐NO				
Admin Svcs	Lower cost (generic) office and construction supplies.	☐YES ☐NO				
Admin Svcs	Re-evaluate trainings - 1) One trainer instead of the whole team to off-site training 2) Mandate no OT for training 3) Utilize web-based courses.	☐YES ☐NO				
Admin Svcs	Review cellular telephone use/ review the need for pagers.	☐YES ☐NO				
Admin Svcs	Sheriff's print shop for general printing needs.	☐YES ☐NO		*Memo is currently being drafted.*		
Facility	Consolidation of space.	☐YES ☐NO				
Facility	Disconnect unused phone lines.	☐YES ☐NO		*See ISD's Zero Usage Project reports for actual savings.*		
Facility	Increase recycling programs.	☐YES ☐NO				
Facility	Energy conservation initiatives.	☐YES ☐NO		*See CEO's Dec. 15, 2009 memo for add'l info and ideas.*		

Efficiency Area	Brief Description	Status: IMPLEMENTED "YES" or "No"	Date Implemented (or will be implemented)	Comments or Modifications	Est/Actual Savings FY 09-10	Estimated Savings FY 10-11
HR	Enhanced focus on Return-to-Work and Long-Term Leave.	☐YES ☐NO				
IT	Computer server virtualization.	☐YES ☐NO				
IT	Desktop virtualization.	☐YES ☐NO				
IT	E-mail publications (reduce and/or eliminate printing + distributing costs).	☐YES ☐NO				
IT	Imaging and archiving records.	☐YES ☐NO				
IT	Implement the use of electronic signatures for approvals.	☐YES ☐NO				
IT	Print 2-sided by default.	☐YES ☐NO				
IT	Shutdown computers at night or put in sleep mode.	☐YES ☐NO				
IT	Software licensing enterprise agreement.	☐YES ☐NO				
IT	Video conferencing.	☐YES ☐NO				
Program Areas	Replace gas-powered cars with hybrid cars.	☐YES ☐NO				
Program Areas	Switch to lower octane fuel.	☐YES ☐NO				
Program Areas	Streamlining initiatives.	☐YES ☐NO				
Program Areas	Consolidations to reduce costs.	☐YES ☐NO				
Program Areas	Interdepartmental collaborations to reduce costs.	☐YES ☐NO				
Program Areas	Contract reduction exercise.	☐YES ☐NO		See CEO's Sept. 1, 2009 and Sept. 15, 2009 memos for additional information.		
		☐YES ☐NO				

Countywide Efficiency Initiative Instructions

ATTACHMENT

Efficiency Area	Brief Description	Status: IMPLEMENTED "YES" or "No"	Date Implemented (or will be Implemented)	Comments or Modifications	Est/Actual Savings FY 09-10	Estimated Savings FY 10-11
	Summary of the efficiency initiative or proposed objective.	*Indicate whether it has been implemented or not.*	*List the date the initiative began (or will begin).*	*Briefly explain any steps, attempts or proposed modifications to your efficiency strategy.*	*List the estimated or actual savings attributed to this efficiency initiative.*	
(SAMPLE) Admin Svcs	Review and validate all bonuses.	☐ YES	10/1/2009	Review all bonuses and eliminate any that are no longer appropriate.	actual: $5,000/per month	estimated: $60,000

SAMPLE